



DEPARTMENT OF THE ARMY
235TH BASE SUPPORT BATTALION
UNIT 28614
APO AE 09177

AETV-WG-AMU (FN 100)

20 Sept 2004

SUBJECT: 235th BSB Energy SOP, SOP # 8

1. REFERENCES:

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|-----------------------------------|--------------------------------------------------------------|
| a. Memo BSB Ansbach, AETV-WG-AM-U | HEATING POLICY dtd 22 Jun 2004 |
| b. AR 11-27, 14 Jul 89 | ARMY ENERGY PROGRAM |
| c. AR 420-49, dtd 28 May 97 | UTILITY SERVICES |
| d. Department of the Army | ENERGY RESOURCE
MANAGEMENT PLAN
FY 86 - 95", 21 Jan 87 |

2. PURPOSE: To provide the community with a workable Energy Conservation (ENCON) Program that will conserve fixed facility energy.

3. SCOPE: This ENCON Standing Operation Procedure (SOP) applies to all 235th BSB Ansbach members: it includes all military units and activities, their Commanders and Managers, all assigned military and civilian personnel, and their family members.

4. PROCEDURES: The following outlines responsibilities for operation of the 235th BSB's Energy Conservation Program:

a. The Commander of the 235th BSB has the overall responsibility for establishment, control and approval of all energy policies and energy saving procedures.

b. 235th BSB's DGC acts on the behalf of the BSB Commander on all non-tactical energy conservation matters. Responsibilities include, but are not limited to:

- (1) Coordination and implementation of a Community ENCON Program.
- (2) Serves as Chairman of the Command Energy Conservation Council (CECC).
- (3) Appointment of a Community Energy Coordinator IAW AR 11-27.

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c. Command Energy Conservation Council: The membership of the CECC meets quarterly as directed by AR 11-27 to:

- (1) Review Community energy use and discuss energy problems.
- (2) Implement Energy Conservation Policy.
- (3) Select, if necessary, a CECC working group.

d. Community Energy Coordinator: IAW USAREUR Regulation 11-27 the Energy Coordinator will:

- (1) Be responsible for overall development and coordination of the Community ENCON program.
- (2) Ensure the community carries out energy contingency planning, the Army Food Service Management Program and a mobility fuels program that includes driver efficiency training.
- (3) Ensure development of an aggressive energy awareness program and coordination of Energy Awareness Week.
- (4) Ensure timely and accurate preparation of energy plans and reports including the Energy Contingency Plan (ECP), the Community Energy Plan (CEP) and the Annual USAREUR Energy Award Nomination.

e. Directorate of Public Works (DPW): IAW AR 5-3 is responsible to:

- (1) Operate Utility Energy Monitoring Control System (UEMCS).
- (2) Execute energy management as it applies to fixed facilities IAW AR 5-3/4-21

f. The Public Affairs Office and the Directorate of Community Activities will provide publicity to enhance energy awareness program as indicated by IMA-E.

g. AST Commander Illesheim/AST Commander Katterbach/Installation Coordinators: Responsible for implementation of the community ENCON Program within their AST or installation, they will:

- (1) Appoint and supervise the Installation's Energy Conservation Coordinator and Building Energy Monitors.

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(2) Ensure the active participation of all installation tenants in implementing the community ENCON POLICY.

h. Commanders (Brigade, Battalion, Company, and Detachments): are charged with aggressive implementation of the community ENCON program. Commanders may delegate inspection and enforcement duties, but must maintain overall responsibility for the implementation of the program.

i. Installation Energy Conservation Coordinator: (see para. 4 (g)): Acts on the behalf of the AST Commander to implement the community ENCON program by:

(1) Coordinating the appointment and efforts of unit and building energy monitors.

(2) Conducting personal energy inspections of the installation.

(3) Working with the Energy Coordinator to conduct energy awareness activities.

j. Unit Energy Conservation Officer: Will be appointed to act on behalf of the unit commander to implement the community ENCON POLICY by conducting inspections and implementing the Unit Energy SOP.

k. Building Energy Conservation Monitors: Appointed in buildings not housing tactical units to implement the community ENCON SOP. They report directly to the Installation Energy Coordinator.

l. Repair and Utilities Personnel: Where appropriate, provide assistance to Unit Energy Officers by fixing broken windows, leaky faucets and showers, bulb replacement with low wattage bulbs, and submission of work orders.

m. Building Coordinator: Serve as building energy conservation monitor in family housing.

n. Separate Activities: Supervisors and/or directors of community activities such as AAFES, Commissaries, Stars and Stripes etc., shall have the same duties and responsibilities as commanders.

o. Transportation Coordinator: Each unit will have a transportation coordinator appointed by the unit commander, who will ensure the energy efficient use of all unit vehicles.

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p. Military Police: MP patrols will conduct ENCON checks during their normal patrols, as outlined in 7e.

q. Community Members: Are responsible for personally implementing Community Energy Conservation policy.

A. FIXED FACILITIES - MAXIMUM TEMPERATURES: Unless exempted in writing by the Commander, the following maximum temperatures shall apply:

a. Heating: IAW USAREUR heating policy: Heat will normally be supplied when the average daily outside temperature is below 60 degrees F for 48 consecutive hours; however, it remains the BSB Commanders decision as when to provide heat. When heat is provided, room temperature will not exceed the maximum permissible temperature specified below:

(1) Medical areas (excluding ICU's and operating/recovery rooms): 70 degrees F.

(2) Special process rooms, such as paint shops and drying rooms: 80 degrees F allowed, if required by process.

(3) Living quarters: 72 degrees F during the day: 60 degrees F during night time.

(4) Offices, warehouses, etc. where personnel work seated or in standing position involving little or no exercise: 70 degrees F during working hours and not more than 55 degrees F during non-working hours.

(5) Child Care facilities: 72 degrees F during working hours.

(6) Issue and similar rooms: 60 degrees F.

(7) Shops, hangars and other buildings where many employees work in a standing position or exercise moderately, such as sorting, or light packing or crating: 60 degrees F during the day; 40 degrees F during night time.

(8) Shops, warehouses and the like, where employees do work involving considerable exercise, such as foundries, heavy packing, crating, and stacking, or where heat is required to protect material or installed equipment from freezing: 40 degrees F. EXCEPTION: Localized heat, not to exceed 55 degrees F may be furnished in areas where the work requires medium or light personnel activity.

(9) Heat will not be permitted in warehouse sections which do not contain material or equipment requiring protection from freezing or condensation, and
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Warehousing of stored goods is the only operation. Heat for the prevention of condensation on stored machinery and material will be supplied after a thorough survey of all conditions and the approval of the major Army or operating agency manager.

(10) Buildings other than those specified above will not be heated to temperatures higher than 65 degrees F without approval (in writing) from the DPW.

b. Hot Water Temperatures: The following temperatures are the authorized maximum at point of use:

(1) Administrative use or general cleaning: 95 degrees F.

(2) Shower facilities: 110 degrees F.

(3) Automatic dishwashing in dining facilities: 140 degrees F.

(4) Final rinsing of dishes and kitchen utensils in dining and diet kitchen: 180 degrees F.

(5) Setting on temperatures regulating devices for water heaters will be made by DPW personnel, and will not be altered without specific permission.

(6) Hot water is not authorized in the following areas:

(a) Retail areas, except for food handling areas.

(b) Warehouses and light shops.

B. FIXED FACILITIES - 235TH BSB ANSBACH STANDING OPERATION

PROCEDURE: This section provides general implementing regulations that will be Standing Operation Procedures for all community members.

a. Heat: During the heating season, the following procedures are required:

(1) Utilities Energy Monitoring and Control Systems (UEMCS) have been installed at Katterbach Complex, Barton Barracks, Family Housing Bleidorn, Katterbach and Illesheim. This system is designed to automatically control heat at the desired temperature. However, residents are still encouraged to turn down heat in unoccupied rooms, during absences, and at night.

(2) When airing the rooms heat should be turned off and windows opened for approx. 5 minutes.

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(3) Broken windows, doors, damaged heating systems should be reported promptly to DPW.

(4) Because humidity affects body comfort, a properly humidified room will feel warmer than a dry room at the same temperature. Each radiator should have a humidifier (properly filled). Humidifiers are available at the Ship Stores.

(5) THE USE OF ELECTRICAL HEATERS OF ANY KIND IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY THE BSB COMMANDER. This includes all community buildings and family housing quarters. Written permission must be displayed on a wall or bulletin board nearby.

(6) The use of range tops or ovens for space heating is a fire hazard and is strictly forbidden. Unit commanders of troop facilities or sponsors who occupy family housing units will be held directly responsible for any personal injury or property damage caused by the improper use of stoves, ranges or ovens.

(7) Thermometers are available from the Energy Office for placement in family housing and offices.

b. Electricity:

(1) Lights: IAW USAREUR Reg 11-27

(a) Lighting and signs only for decoration and advertising will not be used except during the holiday season, and on designated marquees.

(b) Holiday lighting guidelines are as follows:

- Lavish displays are not allowed.
- Lighted trees during the holiday season may be positioned to be seen from the outside.
- Candles will not be used on trees.
- Lights will not be installed on roofs.

(c) Lighting will not be used when natural lighting is enough.

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(d) Lights will be off in unoccupied areas unless required by regulation for safety or security. Incandescent and fluorescent lights will be turned off upon leaving rooms

regardless of duration of vacancy. High intensity discharge (HID) lights such as mercury vapor, sodium vapor, and metal halide found in high security areas and maintenance bays should not be turned off unless the shut off period is longer than 20 minutes.

(e) Lighting intensity in buildings are recommended to fall within ranges provided in Appendix B. Technical assistance in determining existing light intensities or proposed light intensity in new/renovated areas and for advice on disabling of unneeded fixtures can be obtained from the DPW Utilities Division. .

(f) Unauthorized light fixtures or wiring will not be used. Qualified DPW electricians are the only persons authorized to install, repair or alter any part of the lighting system.

(g) Incandescent light bulbs will not exceed 75 watts in administrative buildings. Family Housing residents are encouraged to use bulbs of 75 watts or less.

(h) Exterior lights will not be turned on prior to sunset and will be turned off at sunrise.

(2) Appliances:

(a) Transformers represent large electrical consumption sources and should be unplugged when not required.

(b) Dryers represent large electricity expenditure. Dryers should only be used with full loads. Dryers should not be set to operate in excess of 60 minutes. The use of clotheslines in drying rooms is encouraged.

(c) No appliances or transformers will be left on when rooms are unoccupied, except for ovens, dryers, washers and refrigerators. Appliances with a spliced or damaged cord will not be used.

(3) Peak Loads. Except for a few tactical loads, the Ansbach community purchases all of its electricity from commercial sources. The community is charged for the total usage per month and a surcharge added for time periods that are over a preset maximum level. The surcharge for peak load is

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expensive and must therefore be avoided. Peak loads normally occur between 1000 and 1400. During this period:

(a) All units will minimize electrical usage. Equipment and lights have to be turned off during this period, if possible.

(b) Housing tenants are encouraged to minimize consumption by turning off lights and appliances and not washing or drying clothes during this period.

c. Water: The use of hot water has a significant impact on economy energy consumption. Therefore, it is helpful to reduce hot water use. The following should be standard procedure:

(1) The set temperatures are not to be exceeded.

(2) Hot water and hot water heaters disconnected by the DPW will not be re-connected by using facilities.

(3) Cold water will be used in lieu of hot water whenever possible.

(4) Pavement and sidewalks should not be cleaned by hosing.

(5) All leaks are to be reported to the DPW for immediate repair. A faucet dripping at the rate of one drop per second will waste 3000 gallons of water per year.

C. BUILDING ENERGY MONITORS AND INSPECTIONS:

a. Administrative Buildings/Family Housing:

(1) AST offices are responsible for assuring appointment of Building Energy Conservation Monitors. Building Coordinators will serve as Energy Conservation Monitors.

(2) AST offices will maintain an updated listing of monitors and energy officers (as appointed by units), and submit copies quarterly to the Energy Office (DPW).

(3) Energy monitors are responsible for: Noticing and correcting energy problems as they go about their daily activities and completing a monthly inspection of each room in their building using the checklist provided in Appendix D, and returning the completed checklist to their AST office.

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(4) AST's are responsible for spot checking and correcting energy waste problems as they complete their regular facility inspections.

b. Tactical Unit Facilities:

(1) Each company, battalion, and separate unit must appoint an energy conservation officer. Battalions and separate units must keep a list of their officers on file (see para 8f). An updated list of energy officers should be submitted quarterly to the AST office.

(2) Company level energy officers are responsible for:

(a) Identifying and correcting energy problems as they go about their daily activities.

(b) Completing a monthly energy inspection of all unit areas using the checklist (Appendix E) and returning completed copies to the AST office. Copies of inspections should also be maintained in the company energy file. These inspections can be combined with other existing inspections in the interest of efficiency.

(3) Battalion energy officers are responsible for quarterly energy inspections to insure energy checklist and company Energy SOPs are on file, also that energy problems, identified during the monthly checks, have been corrected.

c. All Staff Duty Officers (SDO's) as part of their normal rounds should check and correct energy problems and noting discrepancies in the log book.

d. Military Police: MP patrols during their normal duty will check for:

(1) Exterior lights off in daytime.

(2) Washrack water off.

(3) Lights off in work areas at night.

Corrective action will be initiated through DPW (day) or CQ (night) if it does not interfere with patrol duties.

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D. TACTICAL UNIT ENERGY CONSERVATION:

a. Energy Officers/Inspection: All tactical units must appoint Energy Officers as specified in 7b and conduct energy inspections according to 7b.

b. Energy SOP: All Brigades, Battalions and Companies must have a SOP for Energy Conservation. Copies should be forwarded to the energy office.

c. Administrative Fuel Efficiency: Tactical units will follow administrative fuel efficiency requirements as specified in 9.a.

d. Tactical Fuel Efficiency: Tactical units should plan training and exercises to use mobility fuels IAW their command's guidance. Any new programs or procedures implemented to use tactical fuel efficiently should be reported to the DPW energy office for inclusion in the annual USAREUR Energy Award Nomination.

e. Empty Offices/Buildings: Units which will be on field exercises for a period in excess of 48 hours should notify the energy office, 467-2127 (Utilities Division) at least one week prior to departure and identify buildings or spaces which will be empty.

f. Energy File: Each tactical unit will maintain a permanent file with copies of this Policy, a copy of their unit SOP, energy inspection checklists, listing of energy officers and any other energy information.

E. ADMINISTRATIVE VEHICLE FUEL CONSERVATION:

a. Unit Commander's Responsibility:

(1) Transportation Coordinator: The Unit Commander will appoint a Transportation Coordinator for all transportation requests IAW Army Regulations for non-tactical vehicle (NTV) support from the Transportation Motor Pool:

(a) The coordinator is responsible for coordinating missions within the unit to eliminate duplication of trips.

(2) Individual drivers: Will be responsible for proper operating procedures with their commanders responsible for compliance:

(a) Daily maintenance: Daily checks will be performed both prior to a mission and upon its completion. Oil level, tire pressure, transmission fluid level, water levels, and the operator will check lights. DA Form 2404, Equipment Inspection and Maintenance Worksheet, will be annotated to reflect maintenance problems.

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(b) Trip Ticket: DD Form 1970 or automated equivalent Motor Vehicle Utilization Record will be accurately and completely filled out by checking mileage and fuel consumption, the operator can see whether a maintenance problem exists. This form also keeps the TMP informed as to operational status of the vehicle.

(c) Refueling: Upon refueling, the driver will prevent spills and ensure that the fuel cap is secured.

(d) Speed Limits: Drivers must comply with speed limits posted on the dashboard of all NTVs.

(e) Engine idling: Excessive idling not only wastes fuel but also fouls engines, thus reducing performance. The following directives on idling apply:

- Start up: IAW USAREUR Supplement 1 to AR 11-27 engines shall be idled for no longer than is necessary to produce sufficient temperature and pressure for driving. Sedans, carryalls and light trucks require 30 seconds to 1 minute with a maximum of a 2-minute warm-up. Heavy trucks with air brakes require 3 minutes or less to develop required air pressure. If mechanical problems require a longer than normal start-up idling time, the maximum time will be written on the trip ticket and signed by the TMP Dispatcher, or unit transportation coordinator.
- Vehicle interior will not be preheated during start-up procedures.
- Vehicles parked for more than 1 minute will be shut off. Vehicle start up procedures is not justification for extended idling. Such vehicles are to be repaired.
- Parked vehicles will not be operated to produce heat for comfort.
- Under no circumstances shall an idling vehicle be left unattended.

b. Community Transportation Motor Pool Responsibilities:

(1) Ensure that accurate accounting of all mobility fuels - MOGAS AND DIESEL - is performed by qualified TMP personnel. Eliminate waste and environmental damage due to spills by following POL point procedures.

(2) Perform required maintenance on NTV's in accordance with applicable regulations. Repairs, replacement of worn parts, lubrication and periodic inspection allow more efficient consumption of fuel.

(3) Consolidate trips to maximize the use of each vehicle while minimizing fuel consumption. Work closely with the unit transportation coordinators.

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(4) Adhere to mileage restriction of 50 miles (one way) from point of origin for buses used for troop support, morale and welfare. Exceptions to the 50 miles restriction may be approved on a case-by-case basis by the BSB Deputy Commander or CDR.

(5) Maintain the scheduled shuttle runs in Ansbach to effectively encourage the use of mass transportation. Emphasize the shuttle service as an alternative to individual utilization.

F. DINING FACILITIES: As large energy users, dining facilities are charged to take the following energy conservation measures:

- a. Aggressively implement the Army Food Service Energy Management Program.
- b. The DOL will ensure all units have and execute this energy conservation SOP. A copy will be submitted to the energy office.
- c. The DOL will include energy conservation in their regularly scheduled dining facility inspections.

5. The POC for this SOP is Mr. Joseph Gillich, Chief Utilities Division, DPW, at DSN 467-2127.

John G. Reilly
LTC, SF
Commanding

DISTRIBUTION:
Distribution A